ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes 8 - 12 July 1985

FROM: Chief, OC-AMD			EXTENSION	NO. OC- 12433-85
				DATE 17 JUL 1985

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. AD/CO	17 JUL 1985			
2. ~~DD/CO~~		18 JUL 1985		
3. C/OPS	18 JUL 1985	19 JUL 1985		
4. ~~C/OC-MPS~~				
5. OC-EXA	19 JUL 1985	19 JUL 1985		
6. OC-OL/ISC				For archiving
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STAT

FORM 610 USE PREVIOUS EDITIONS
1-79

GPO : 1983 0 - 411-632

CONFIDENTIAL

CC-13483·85

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 8 - 12 July 1985

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes 8 - 12 July 1985

4.   During the week, one TCA Officer entered on duty with Panel D. Since there were no retirements, resignations or organizational transfers of TCS personnel, the Panel is ninety (90) personnel over authorized ceiling. Taking into account all factors that govern Panel D staffing, including those personnel in the training complement, the panel is currently twenty-three (23) personnel understrength.

5.   Telephone contact has been established with approximately 450 ET & TCS candidates who were mailed PHS packets in response to personal resumes. Three staff personnel devoted a week at this task to encourage candidates to return the PHS or confirm they were still interested. Results were mixed.

6.   Interviews conducted on the following applicants this week:

Panel	Interviewed	PIP
MCN	7	4
MCD	2	1
MCE	4	7

25X1

25X1
9.   OC sponsored a Supervisory Counseling Course 8 - 12 July for 18 participants. [ ] CDTG/CDB, was program chairman, assisted by two OTE contractors. Eight OC personnel attended along with representatives from other components within the DDA. Due to last minute commitments, five OC employees were forced to cancel.

10.   Two OC CT nominees spent the week in testing for the CT program.

25X1
11.   [ ], in consultation with the Communications School Executive Management Advisory Team, has

2

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes 8 - 12 July 1985

completed the final draft of the CS's Ethical Guidelines for staff and students. Copies of these guidelines have been disseminated to each member of the CS staff and student community. Essentially, the guidelines will serve to establish and maintain high standards of professional conduct for all employees working in the training environment at CS.

25X1   12. [   ] Instructional Support Department (ISD), met with Digital Equipment Corporation (DEC) representatives on 8 July concerning an upcoming visit to their facilities on 18 July by selected OC personnel. The subject of both meetings centers around computer-based training applications.

25X1   13. SPARS training was completed by CS instructors at [   ] and [   ] The CS instructors are
25X1   preparing for the next training requirements at [   ]
and [   ]

14. Project MERCURY training was discussed at the Communications School with Messrs. [   ]
25X1   [   ] from the Foreign Networks Division. Two Subject Matter Specialist (SMS) instructors from CS are required immediately to develop operations training required for MERCURY.

25X1

16. The Video Section, CS, has completed editing the MERCURY Packet Switching System Management Overview program and has delivered the program to the MERCURY Staff at [   ] for
25X1   review and approval. Total production time devoted to the project was approximately 3 1/2 months.

25X1

CONFIDENTIAL

Page Denied